

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, January 10, 2024

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek, Hasse, and Hanke
Executive Director Eron Berg
Deputy Director Eric Toews
Director of Finance and Administration Abigail Berg
Director of Finance and Administration Connie Anderson
Director of Capital Projects and Port Engineer Matt Klontz
Capital Projects Manager Dave Nakagawara
Operations Manager Chris Sparks
Harbormaster Kristian Ferrero
Lease and Contracts Administrator Sue Nelson
Port Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:10)
Commissioner Petranek called the meeting to order at 1:00 p.m.
- II. OATH OF OFFICE, COMMISSIONER PAM PETRANEK (Rec. 00:02:10)
- III. APPROVAL OF AGENDA (Rec. 00:04:07)
There were none.
- IV. PUBLIC COMMENTS – GENERAL (Rec. 00:04:25)
There were none.
- V. CONSENT AGENDA (Rec. 00:05:08)
 - A. Approval of Workshop and Business Meeting Minutes from December 13, 2023
 - B. Approval & Ratification of Warrants
 - Warrant #067841 through 067842 and Electronic Payments in the total amount of \$140,508.44
 - Warrant #067843 through #067893 in the total amount of \$192,035.28
 - Warrant #067894 through 067898 Electronic Payments in the total amount of \$242,586.05
 - Warrant #067899 through #067956 in the amount of \$240,546.54
 - Electronic Debit in the amount of \$5,607.26
 - Electronic Debit in the amount of \$4,546.65
 - Electronic Debit in the amount of \$36,091.44
 - Electronic Debit in the amount of \$4,499.60
 - C. Resolution 811-24 Authorizing the Sale of Vessels – 73' Hull/Mold (Scherer) and 26' S/V (Gabriel Maldonado Lopez)
 - D. Authorize Executive Director to Execute a Professional Service Agreement with Macleod Reckord for the Sims Way Gateway and Boat Yard Expansion Project

The Consent Agenda was approved as written by unanimous consent.

- VI. SECOND READING
 - A. **Organizational Topics** (Rec. 00:06:28)

Unanimous motion to approve a slate with Pete Hanke as President, Carol Hasse as Vice President and Pam Petranek as Secretary to serve through 2024.

Commissioner Hanke assumed the role of presiding officer over the meeting.

There was a brief discussion about a change in the number of meetings Commissioners are paid from 96 to 120 beginning in 2026 with newly elected Commissioners.

Unanimous approval of a motion adopting the list of Committee Assignments for 2024 as written.

Unanimous approval of Resolution 809-24 readopting the Commission Meeting Procedures so that the number of meetings compensated per year will remain the same as for 2023 (96 versus 120 meetings).

Unanimous approval of Resolution 810-24 delegating administrative powers and duties of the Executive Director.

Discussion ensued about the list of possible topics for the Commission/Staff retreat (February 29 and March 1): Department updates, how the Commission can best stay apprised on the funding and schedule of Port projects, financial updates/nature of reporting, strategic planning, Port involvement in Jefferson County Comprehensive Planning and text amendments regarding JCIA, 2024 Intergovernmental Collaborative Topics/speakers for 2024 pertaining to Agriculture in Jefferson County/Short Farm (or schedule to discuss at Commission workshop), and long-range Port visioning (5-10 years).

VII. FIRST READING (Rec. 00:04:48) - None

VIII. REGULAR BUSINESS

- A. Resolution 812-24 appointing the Port's Director of Finance and Administration to be the Investment Officer (Rec. 00:43:39)

Staff noted that language reflects the name of the position versus the specific individual in both resolutions.

Unanimous approval of Resolution 812-24 appointing the Port's Director of Finance and Administration to be the Investment Officer

- B. Resolution 813-24 appointing the Port's Director of Finance and Administration as Agent to Receive any Claims for Damages to the Port (Rec. 01:27:50)

Unanimous approval of Resolution 813-24 appointing the Port's Director of Finance and Administration as Agent to Receive any Claims for Damages to the Port

- C. Point Hudson Jetty Update (Rec. 00:47:32)

Director of Capital Projects and Port Engineer Matt Klontz reported that in order to stay on schedule for the in-water work, the contractor is on double shifts.

IX. Recess to a Meeting of the Industrial Development Corporation (Rec. 00:56:40)

At 1:57 p.m., the Port Commission recessed to a meeting of the Industrial Development Corporation.

At 2:02 p.m., the meeting was adjourned and the Commission meeting was called back to order.

X. STAFF COMMENTS (Rec. 01:01:33)

Executive Director Eron Berg reported the packet included a Board of Clallam County Commissioners invitation to the Port to participate in Phase 2 of the Recompete application process. Eron Berg and Eric Toews would represent the Port in this process.

Deputy Director Eric Toews reported meeting with the Recompete Jefferson County contingent. Another meeting is scheduled for Friday. Staff met with UW faculty and 42 UW students Monday. A selection of those students will participate in the Short Farm planning project.

Director of Finance and Administration Abigail Berg noted that a Project Administrator position will be posted this week. Staff is working on implementing Camplife to replace Molo for the Point Hudson location.

Director of Finance and Administration Connie Anderson is happy to work with the Port. She and Abigail have a great list of topics to cover during the transition.

Operations Manager Chris Sparks stated that staff is preparing for upcoming storm events.

Harbormaster Kristian Ferrero reported the shift to the new RV reservations will now be January 23 versus January 16. The extra time will ensure staff can transition from Molo to Camplife for Point Hudson RVs as well as Point Hudson leases. Marina reservations will open

January 30. The pump out boat is operational and is a great addition to the Port's infrastructure. ParkMobile will be deployed for the Landfall and Back 40 parking and will be location versus space-based. This technology may eventually replace Iron Rangers. January 13 is the last day for prepaying moorage for the 5% discount. Significant changes in numbers will be reflected in the next waitlist update.

Lease and Contracts Administrator Sue Nelson reported Quilcene Village Store has ended their Quilcene land rental for their kayak business. US Customs Officer Proffer has retired and the Port Angeles US Customs office is expected to assume local customs agent responsibilities. The Port is uncertain about their continued lease.

XI. COMMISSIONER COMMENTS (Rec. 01:19:29)

Commissioner Hasse reported on her attendance at the WPPA National Maritime Heritage Advisory Board. Their newsletters feature Pete Langley and Women on the Waterfront articles. She asked for a letter of support to the Port of Los Angeles in support of retaining Wayne Ettel's business Boatswain, which is being replaced by a cement company. The Commission also received an email from Pete Langley featured in *Classic Boat*. There was interest in first asking the WPPA National Maritime Heritage Advisory Board for a letter of support.

Commissioner Petranek reported working with Chris Bricker for *Our Working Waterfront* on various topics. She also attended the Recompete grant meeting this week and talked about EDC business development workshops "are you ready to start a business."

Commissioner Hanke reported on flooding at the Short Farm and asked about the potential impact of plans for the January 17 Farm Steering Committee meeting.

XII. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:30:40)

Wednesday, January 17 at 2pm at the Short Farm; Wednesday, January 24, 2024 at Pavilion Building and via Zoom with 9:30 a.m. Workshop, and Regular Business Meeting at 1:00 p.m.

XIII. EXECUTIVE SESSION - none

XIV. ADJOURNMENT (Rec. 01:31:02): meeting adjourned at 2:31 p.m., there being no further business before the Commission.

ATTEST:



Peter W. Hanke, Secretary



Pamela A. Petranek, President



Carol L. Hasse, Vice President